



## **U. S. Office of Government Ethics ETHICS INFORMATION CENTER (EIC)**

### **What is the Ethics Information Center?**

The Ethics Information Center (EIC) is a resource facility for executive branch ethics practitioners. The EIC serves as a central repository for ethics training and reference materials. Ethics practitioners utilize the EIC to customize their own ethics training sessions and to preview and research ethics-related materials developed by other executive branch agencies. Materials are available in a variety of formats including print, video, audio, and computerized interactive and multimedia technologies.

### **Are there policies or procedures regarding the duplication, submission or content of materials in the EIC?**

Yes. Policies and procedures have been established to offer the most efficient service available within the limitations of the EIC staff and resources. These policies and procedures are outlined below. **Important Note: Materials from agencies or entities other than the U.S. Office of Government Ethics (OGE) can be previewed, but not duplicated, by parties outside of the Federal government. These parties must obtain materials directly from the submitting agency.**

#### **● Duplication of Materials**

The Office of Government Ethics (OGE) Ethics Information Center (EIC) will provide all necessary equipment for reproducing single copies of printed materials, video cassette tapes, audio cassette tapes and computer diskettes. OGE will also provide paper for copying single sets of printed materials only. In the case of materials which may be too voluminous for copying, the EIC manager will attempt to put you in contact with the contributing party from which you may be able to obtain a copy. Parties desiring to duplicate other than printed materials must provide their own blank videocassette tapes, audio cassette tapes and computer diskettes. In extenuating circumstances OGE may provide these supplies to parties receiving approval from the Associate Director for Education. **Parties outside of the Washington, DC metropolitan area must limit their request to no more than five (5) items per occasion.**

#### **● Submission of Materials**

Any Federal department or agency may submit ethics materials to the EIC. Due to space considerations, OGE retains the right to determine which materials will be accepted and made available through the EIC.

OGE will make all materials accepted into the EIC available to other parties, primarily executive branch departments and agencies, for use in developing ethics training. Departments, agencies or components should not submit materials that are not reproducible. OGE will consider submission of materials to imply consent for reproduction.

Each agency must provide the following information with materials submitted to the EIC: title, department/agency responsible for production, date produced, a brief description of the contents and a department/agency point of contact. Clearly identify materials that revise or supersede previously submitted materials. This information is needed to clearly identify and catalog materials. Failure to follow this procedure may result in nonacceptance of materials.

### **How do I get more information on the EIC?**

We encourage your participation in the EIC and invite you to come in and visit our facilities. The EIC is open from 9:00 a.m. to 4:30 p.m. Monday through Friday. If you would like to schedule an appointment please contact:

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### **Legal/Substantive Content of Materials**

Due to limited staff resources, OGE cannot accept responsibility for nor guarantee the accuracy of the legal/substantive content of materials submitted to the EIC.